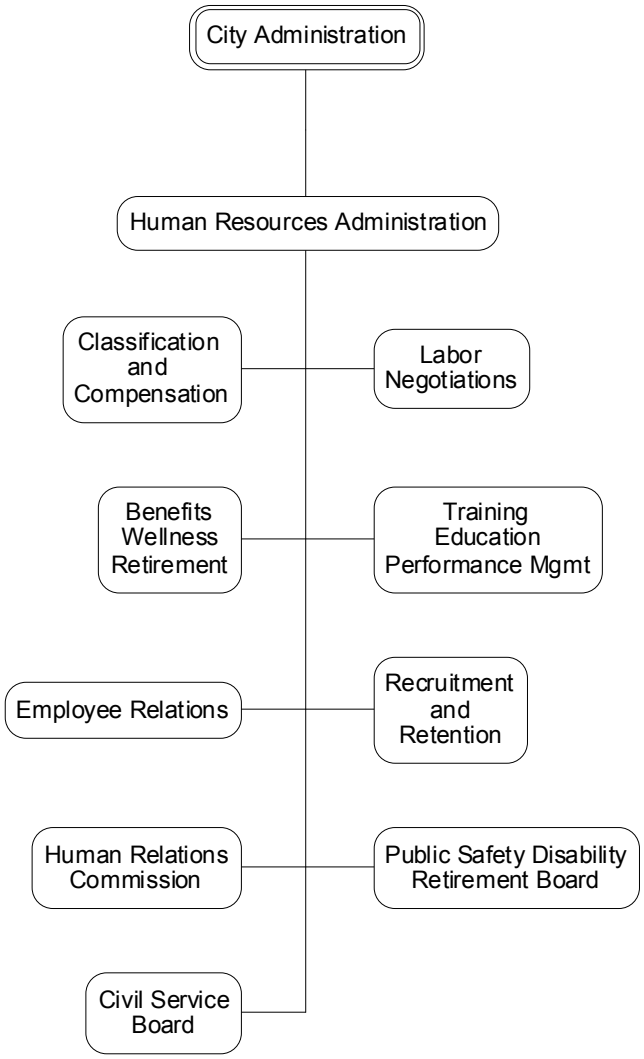
CITY OF ANNAPOLIS
Human Resources Department



Fund Support:

General Fund

Description:

The Human Resources Department administers the provisions of the City Charter and Code that pertain to employee appointments and promotions, recruitment and retention, benefits and wellness, classification and compensation, performance and training, personnel records, separation and retirement, and employee and labor relations.

The Director serves as chairman of the Risk Management Committee and as staff liaison to the Civil Service Board and the Public Safety Disability Retirement Board. The Director is also a member of the City's union negotiating team, Police and Fire Retirement Plan Commission, and the Employee Recognition Committee.

Mission:

The Human Resources Department is committed to actively recruiting qualified and diverse applicants, retaining employees by offering competitive and comprehensive benefits, providing continuous educational and training opportunities, and ensuring a safe and equitable work environment for all employees and citizens. We embrace a pro-active philosophy dedicated to providing exemplary service by identifying significant human resources issues and developing innovative, cost-effective solutions.

Services:

- Recruits, examines, and recommends to appointing authorities applicants for authorized City positions.
- Administers entrance and promotional exams, and prepares lists of persons eligible for hiring and promotion.
- Develops and maintains the City-wide classification and compensation plan.
- Develops and administers employee benefits, including health, life, and disability insurance, optical, dental, deferred compensation, flexible spending accounts, credit union, leave, workers' compensation, and blood donor programs.
- Coordinates the annual performance review program for all City employees.
- Oversees the disciplinary program and subsequent grievance and appeal processes under union or civil service provisions.
- Participates in the negotiation and is responsible for the administration of fire, police, trades, and clerical collective bargaining agreements.
- Coordinates and administers retirement plans for civilian and public safety employees.
- Creates and implements quality of life mandates, including fair labor standards, family medical leave, harassment, drug abuse, disabilities, and equal employment opportunity.
- Plans, coordinates and delivers City-wide training for employees that fosters administrative goals and objectives.

Goals & Objectives:

- Maximize recruitment efforts.
  - Acquire an electronic recruitment process.
  - Analyze sources of applications and target those sources electronically.
  - Focus on public safety recruiting to increase number of applicants.
  - Continue to actively achieve City-wide diversity hiring initiatives within all departments.
- Expand and promote a comprehensive training program for City employees.
  - Continue to offer EEO/Harassment training and updates through e-training and live presentations.
  - Actively promote and increase participation in the City's college tuition reimbursement program.
  - Acquire technology to assist current employees with promotional opportunities.
  - Expand and promote HR training library and resources to ensure participation by all employees.
- Refine current City-wide internship program.
  - Continue researching and expanding government internship program.
  - Finalize and document plan for paid and college credit internship program in the City of Annapolis.
  - Expand college and community contacts for FY2010 internship program.
- Continue to offer the most cost-effective and comprehensive benefits package to City employees.

- continued -

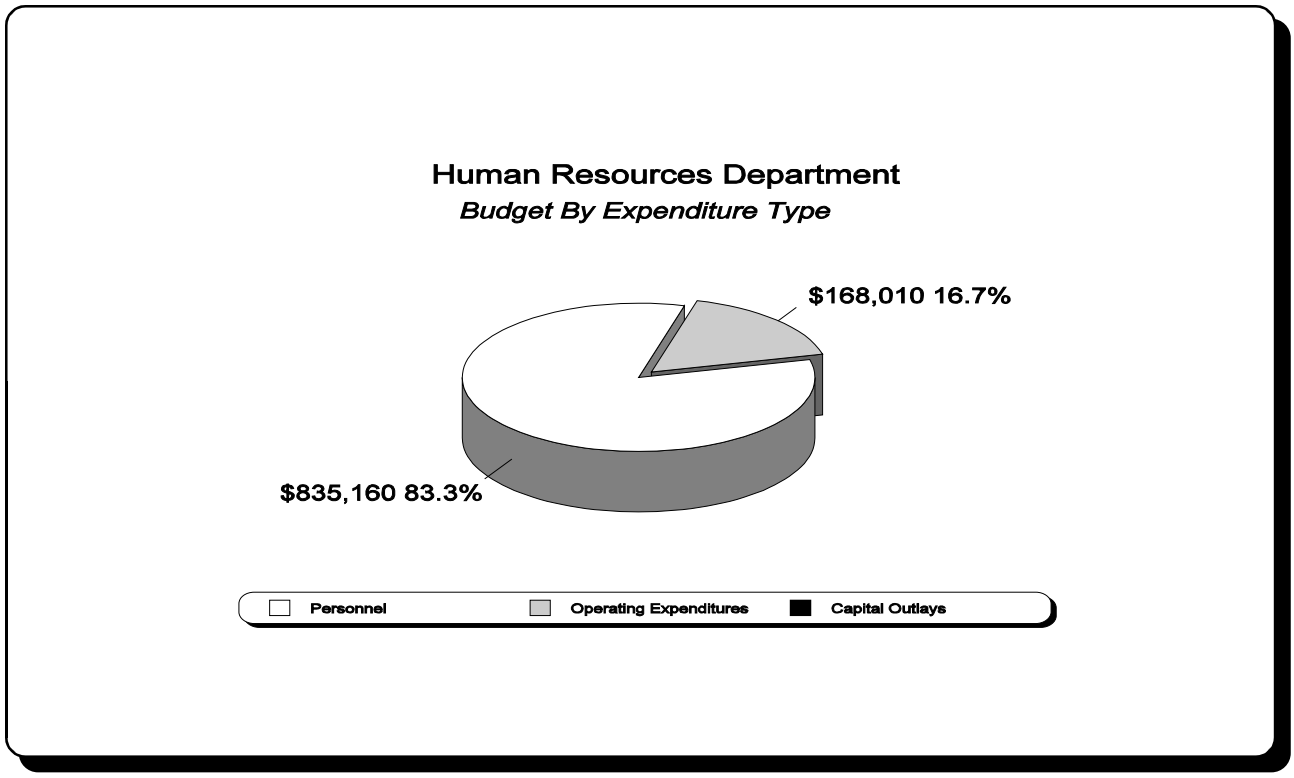
  - Research and provide to employees innovative benefit solutions.
  - Continue to seek out opinions and ideas on benefit needs from employees.
  - Ensure salary equality and competitiveness at all levels within City government.
  - Establish medical and disease management program.

- Improve data collection and distribution methods to assist with legislative and administrative decision-making.
  - Acquire and implement a Human Resources Information System (HRIS).
  - Program HRIS to store and retrieve needed data and information.
  - Train all necessary personnel to use HRIS.
  - Utilize system to effectively improve overall HR operations and procedures.

Significant Changes:

- Instituted City-wide intern program and hired paid and "for college credit" interns in new areas within City government.
- Moved to a fully self-insured benefits package offering the same high-level benefit options with the ability to reduce the level of increases to premiums in the future.
- Continued to utilize City's enhanced Employee Assistance Program (EAP) to offer valuable and needed assistance and training for City employees.
- Hired and trained Recruitment Coordinator who has successfully increased the number of applicants and new police hires for FY 2009.
- Continued to provide quality training through the EEO/Harassment e-training module as well as live training in work/life leadership and management areas.
- Successfully negotiated Fire union agreement and continued implementation of provisions within other City collective bargaining agreements.

Budget Summary	*FY 2008 Actual*	*FY 2009 Adopted*	*FY 2010 Adopted*	*Percent Change*
Personnel	$655,450	$738,930	$835,160	13.02%
Other Operating Expenditures	168,760	168,010	168,010	0.00%
Total Expenditures	**$824,210**	**$906,940**	**$1,003,170**	**10.61%**



Because the Human Resources Department consists of only one major division, a comparison of divisional budgets is not applicable.

Human Resources Department
Staffing Summary

	FY 2008 Actual	*FY 2009 Adopted*	*FY 2010 Adopted*
	Permanent	*Permanent*	*Permanent*
Personnel	7	7	7
Department Total	**7**	**7**	**7**

Staffing Summary By Position - FY 2010
Permanent Positions

	Total FTE
Human Resources (HR):	
Human Resources Director	1
Benefits Administrator	1
Training Programs Administrator	1
HR Office Administrator	1
HR Associate I	2
Recruitment/Employee Relations Admin.	1

Contractual and Temporary Positions

The Human Resources Department has various temporary and/or contractual positions. They include a Recruiting Coordinator and an Intern Program.